

Form 13
Revised (06/2005)

EMPLOYEE PERFORMANCE APPRAISAL
STATE OF ALABAMA
Personnel Department

Employee Name: WINIFRED A BLACKLEDGE

Social Security Number:

Agency: 061/MENTAL HEALTH & RETARDATION

Division: 313E/CENTRAL OFF MR COMM PRO

Classification: M H SOCIAL WORKER II

Class Code: W2000 Position #: .8823006

Period Covered From: 01/01/2005 To: 01/01/2006

Annual Raise Effective: MARCH 2006

APPRAISAL SIGNATURES: Signatures are to be provided after the form has been completed. Signatures denote supervisor and employee discussion and receipt of form. Employee signature does not denote agreement. All signatures are mandatory.

Rating Supervisor	Employee	Reviewing Supervisor
<p>SSN: _____</p> <p><u>[Signature]</u></p> <p>Rater Signature</p> <p><u>12/21/05</u></p> <p>Date</p> <p>Initial if comments attached</p>	<p><u>[Signature]</u></p> <p>Employee Signature</p> <p><u>12/21/05</u></p> <p>Date</p> <p>Initial if comments attached</p>	<p>SSN: _____</p> <p><u>[Signature]</u></p> <p>Reviewer Signature</p> <p><u>1/9/2006</u></p> <p>Date</p> <p>Initial if comments attached</p>

PERFORMANCE APPRAISAL SCORE: Locate the Responsibility Score on the back of this form and write it in the appropriate space. Locate the Disciplinary Score, also on the back of this form, and write it in the appropriate space. The Disciplinary Score is subtracted from the Responsibility Score to derive the Performance Appraisal Score. Mandatory documentation is to be maintained in the agency's personnel files if a "Does Not Meet" or "Consistently Exceeds" rating is given.

35.7

Responsibility
Score

0

Disciplinary
Score

= 35.7

Performance Appraisal
Score

This employee's work:

☐

Does Not Meet
Standards
(6.6 or below)

☐

Partially Meets
Standards
(6.7 - 16.6)

☐

Meets
Standards
(16.7 - 26.6)

☒

Exceeds
Standards
(26.7 - 36.6)

☐

Consistently
Exceeds Standards
(36.7 - 40)

WORK HABITS: Check the appropriate space for each Work Habit area. Work Habits pertain to conduct occurring in this Appraisal period. Provide an explanation below for marking any work habit as "Unsatisfactory." Attach additional sheets if necessary.

	Unsatisfactory	Satisfactory
Attendance	_____	_____
Punctuality	_____	_____
Cooperation with Coworkers	_____	_____
Compliance with Rules	_____	_____



RESPONSIBILITIES: List an abbreviated version of the employee's responsibilities below as documented on and discussed during the Preappraisal. Record the appropriate rating in the box for each responsibility. Rating(s) of appropriate responsibilities should reflect any disciplinary action(s) that has been taken during this appraisal period.

	1 Does Not Meet Standards	2 Partially Meets Standards	3 Meets Standards	4 Exceeds Standards	5 Consistently Exceeds Standards
Responsibility					Rating
Provides technical assistance and consultations to residential providers in the region ...					3
Coordinates the monitoring of contracted residential facilities and individuals ...					4
Assists with the development of residential resources and placement of individuals ...					4
Composes clinical documents, reports and correspondence on individuals, programs ...					4
Provides service coordination as case manager of a select group of individuals in order to ...					4
Updates data and completes special projects related to the operation of community ...					3
Serves as RCS staff on call on a rotating basis in order to address questions or problem ...					3

RESPONSIBILITY SCORE:

$$25 \div 7 = 3.57 \times 10 = 35.7$$

Total of responsibilities/Results Ratings	Number of Responsibilities	Average Responsibility Rating	Responsibility Score
25	7	3.57	35.7

DISCIPLINARY ACTIONS: Any disciplinary action taken with the employee during this appraisal period is to be documented below. Provide the number of disciplinary actions and steps taken with the employee during the appraisal year. If no disciplinary action has been taken, a "0" should be marked in each block provided. Attach a copy of the warning(s), reprimand(s), suspension(s) or demotion to the Appraisal.

Warning	Reprimand	Suspension	Demotion

DISCIPLINARY SCORE: This section should include the use of the discipline steps of reprimand, suspension, and demotion only. The Disciplinary Score does not include scores for counseling and warnings. To calculate the Disciplinary Score, identify the most severe step of discipline taken with the employee during this appraisal period. If the most severe step was one or more reprimands, the Disciplinary Score will be 7. If the most severe step was one or more suspensions, the Disciplinary Score will be 17. If the most severe step taken with the employee in the appraisal year was one or more demotions, the Disciplinary Score will be 24. Otherwise, the Disciplinary Score will be 0.

DISCIPLINARY SCORE: _____